



Annual Town Meeting

SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year
FY 26

This form is intended for use with capital article submissions ≥ \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.

Please complete this form in its entirety! Initial Submission due 10/31/2024.

Check Here if this an expedited request for Winter 2024 Special Town Meeting

Department: CWF Submitted by: Chelsey Little
Item/Project Cost: \$48,500 Date Prepared: 10/28/2024
Item/Project Title: Conference Room/Break Room Renovation (Main Generator Project Phase-Two)

Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$48,500, or any other amount, for the purpose of conducting a conference room and breakroom renovation, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

Detailed Description for Background Materials: (Provide a full description of the item or service. Use attachments as needed.)

Table listing costs for Breakroom and Conference Room items, including Mini-Split, Drop Ceiling, Exterior Wall Repairs, New Exterior Insulated Door, Breakroom Kitchen, Tile Floors, Asbestos Removal, Conference Table, Chairs, File Cabinets, Paper Plans/Maps Cabinet, and a Grand Total of \$48,500.

Scoping Questions

Please elaborate in the comments box at bottom of the page

Yes

No

Do you have a written estimate or proposal for the scope of work?

If yes, attach the estimate

Is there a lease option for this expense?

Will this item or project replace a capital asset?

Will this create ongoing costs or savings?

Will this leverage grant or other external funding?

Is this request identified on the Capital Improvement Plan?

(From Original Project)

Describe how the project/ purchase will be managed

Who will manage procurement and execution of the project? Will external resources be required for design, engineering, procurement, or construction oversight?

The CWF will oversee procurement and execution of the project.

Why is it essential that the Town makes this investment now?

This project is considered phase two of the Main Generator replacement project, where after the main generator has been removed from the room in the Administration Building, the room will be converted into a useable space for staff.

Converting the old generator room would alleviate two issues by:

- creating a larger updated staff breakroom space
- provide a much-needed conference/meeting room for the facility (Staff currently shares the breakroom as an impromptu meeting room space)

As the old generator room has a larger footprint than the current break room, it will be turned into the new staff breakroom. The old staff breakroom will be converted into a conference/meeting room space with additional file storage.

Relative Priority : Your assessment of the how important this is to the Town at the present time.

Critical Importance

0

Highly Important



Moderately Important

0

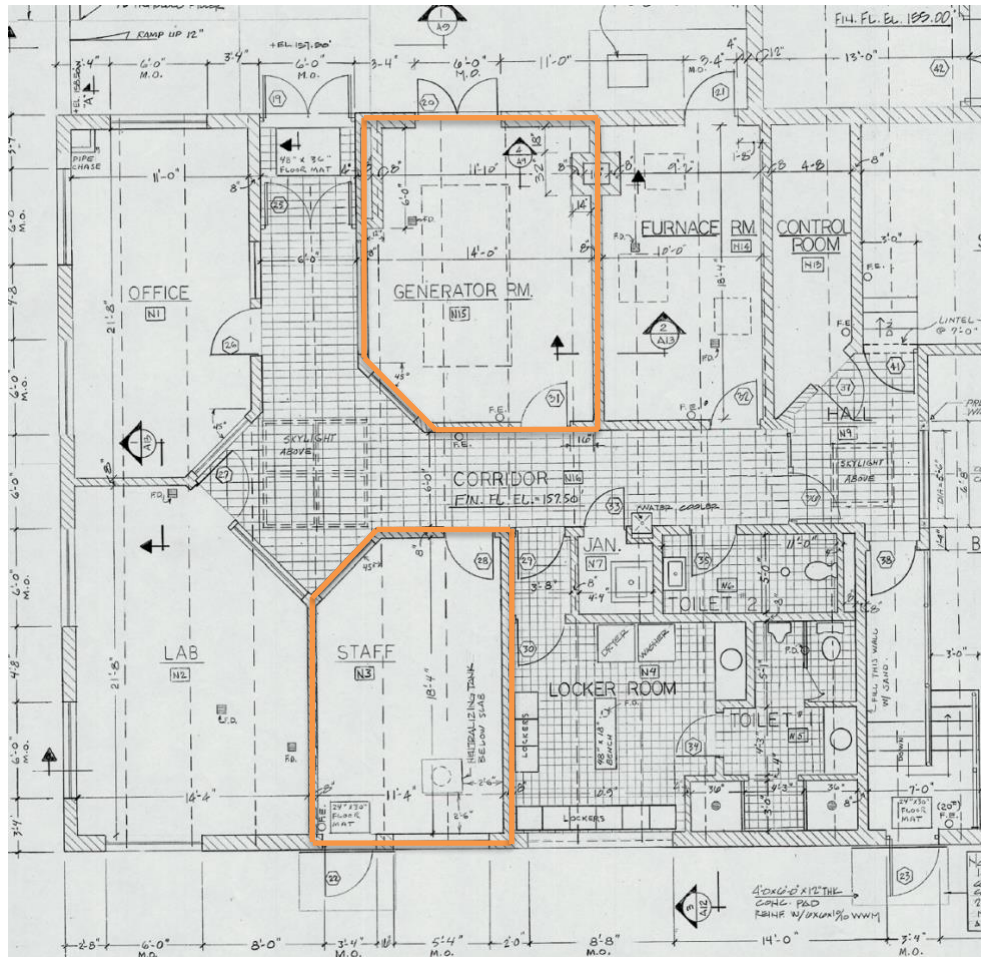
Comments and additional information:

Request to fund through retained earnings.

Supporting Photos/Diagrams/Documents

Generator Room → New Break Room





Staff Breakroom → Conference Room



Special Article Request: Capital Expense (rev 9.26.24)



Montague Capital Improvements Committee

STM 2.12.25 Town Meeting Report

Approved by the CIC 01/30/2025

I. Background

The Capital Improvements Committee (CIC) received requests and began meeting with Montague department heads in December 2024 to evaluate capital needs as outlined in their Special Article Requests. The Special Article Request forms that were adopted and implemented in 2017 continue to serve as the framework for outlining and presenting the capital needs of each department.

This year's report of recommendations summarizes the committee's findings following several months of meetings, research, and deliberation and relies upon the same approach to evaluation developed last year. The grading system, explained below, is consistent with that used in past years.

For the February 12 Special Town Meeting, the CIC recommends the timely advancement of 1 capital article.

II. Approach to Evaluation of Requested Articles

Defined Criteria/Rationale Used in Assessing Special Article Requests

Public Safety: Does the capital improvement rectify a safety concern or otherwise prevent a potential public safety issue?

Cost Avoidance: Will the capital improvement save the town financially?

Service Interruption: Does the capital improvement prevent an interruption in services?

Other- Any other reason identified and relevant by the CIC.

Grading System

Recommend: Given appropriate budget space, the committee believes that the capital improvement should be funded. The CIC evaluation does not formally consider the question of financial capacity, which is left to the Finance Committee and Selectboard.

Recommend with Reservations: The committee would generally recommend the capital improvement but may find that elements of the project scope are unclear or incomplete, that it lacks a convincing professional cost estimate, or doesn't address or account for some long-term needs and concerns of the town.

Does not Recommend: The committee does not recommend moving forward with the capital improvement as presented. This may be due to the nature or timing of the project, the apparent need for the project, the availability of scope or cost information, or other reasons.

III. Recommendations on Requested Articles

1. Summary Table of Fiscal Year 25 Submissions and Recommendations

The table below offers a summary view of special article requests and CIC recommendations for capital project spending. Overall, spending associated with recommended articles equals \$48,500. These recommendations are further explained in section II.

Summary of Final Motions/Recommendations

Request	Amount	Approved	Vote
CWF – Conference Room/Break Room Renovation (Main Generator Project Phase 2)	\$ 48,500	X	5-0

2. Capital Requests Recommended for Consideration at February 12, 2025 Special Town Meeting

Clean Water Facility – Conference Room/Break Room Renovation (Main Generator Project Phase 2) (\$48,500): The CWF is requesting to complete the second phase of its main generator relocation project by refinishing the current generator room to create a new conference space, while converting the current kitchen into an employee break room.

The CWF is currently undergoing Phase 1 of a previously-approved project to remove its generator from the interior of the Administration building, and replace it with one on the outside. The practice of locating generators inside this type of building, while accepted at the time of the facility’s construction, is no longer regarded as safe. Phase 1 of this project includes installation of the new generator with accessory electrical equipment and infrastructure, disconnection of the old generator system, excavation and installation of underground duct bank concrete, and various other sitework including the placement or demolition of pads, bollards, pavement drive, and piping.

This request funds Phase 2 of the project, which includes the costs to refinish the current generator room with a mini-split, dropped ceiling, exterior wall repairs, an insulated exterior door, a new kitchen suite, tile floors, and asbestos removal, while work in the updated breakroom includes furnishing with a table, chairs, and file cabinets. Labor will be handled in-house by CWF staff.

Cost Avoidance: CWF staff will be providing the labor for this project in-house as opposed to contracting for construction services, providing significant cost savings.

Service Interruption, staff safety and productivity: This second phase will allow the CWF to meet its current department needs, with the timing to begin this phase lining up well with removal of the old generator, scheduled for February 2025.

*Capital Improvements Committee grade. **Recommend***

Respectfully,

Gregory Garrison, Chair

Jason Burbank

Ariel Elan

Chris Menegoni

Lynn Reynolds